



DEPARTMENT OF THE NAVY, NAVAL AIR SYSTEMS COMMAND  
PATUXENT RIVER, MARYLAND 20670-1139

## PLAN OF THE WEEK 30 JULY-5 AUGUST 2003

ALL ORDERS, INSTRUCTIONS AND ITEMS OF PERTINENT INTEREST SET FORTH HEREIN WILL BE  
ANNOUNCED AT DEPARTMENT/DIVISION MEETINGS. ALL HANDS ARE RESPONSIBLE FOR READING THE  
PLAN OF THE WEEK AND OBEYING APPLICABLE ORDERS

COMMANDER (ACTING)	RADM C. H. JOHNSTON
COMMAND MASTER CHIEF	CNOCM W. B. MARRIOTT, 7-7985
COMMAND CAREER COUNSELOR	AE1 E. MURACH, 7-7842
COMMAND DUTY OFFICE	7-6100
ASSISTANT COMMAND DUTY OFFICE CELL	240-925-5038
COMMAND DUTY OFFICER (CDO) CELL	240-298-8010
COMMAND INSPECTOR GENERAL HOTLINE	7-1168
COMMAND MANAGED EQUAL OPPORTUNITY OFFICER	LCDR R. E. JIMÉNEZ, 2-2683
DRUG AND ALCOHOL ADVISOR	AEC (AW) R. L. BONANNO, 7-1086
MILITARY SUPPORT SERVICES WEB SITE	<a href="http://hro.navair.navy.mil/military">http://hro.navair.navy.mil/military</a>
OMBUDSMAN	KRISTI CORBETT, (301) 373-6321 REBECCA SMOLANA, (301) 997-0526 e-mail: <a href="mailto:navairombudsman@hotmail.com">navairombudsman@hotmail.com</a>
SECURITY MANAGER	MR. J. CODY, 7-2930
SENIOR ENLISTED SECTION LEADER	AMCS (AW) J. S. MINGHELLA, 7-9133
NAS PATUXENT RIVER EXCEPTIONAL FAMILY MEMBER POC	HM3 L. WILLIAMS, 2-1488
NAS PATUXENT RIVER, FRAUD, WASTE AND ABUSE HOTLINE	(301) 342-7519
NAS MWR NEWS	2-3510 <a href="http://nas.nawcad.navy.mil/mwr">http://nas.nawcad.navy.mil/mwr</a>
NAVY FRAUD, WASTE, AND ABUSE HOTLINE	1-800-522-2451
NAVY PERSONNEL COMMAND/BUREAU OF NAVAL PERSONNEL HOME PAGE	<a href="http://www.bupers.navy.mil">www.bupers.navy.mil</a>
NAVY SEXUAL HARASSMENT ADVICE LINE	1-800-253-0931

UNIFORM OF THE DAY NASPAXRIVNOTE 1020 Refers  
CARRY OUT DAILY ROUTINE WITH THE FOLLOWING ADDITIONS AND/OR DELETIONS

### NAVAIR CDO/ACDO WATCHBILL

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
DATE	30 JUL	31 JUL	1 AUG	2 AUG	3 AUG	4 AUG	5 AUG
CDO	CDR CARLSON	CDR HOLLAND	CDR JAYNES	CDR JAYNES	CDR JAYNES	CDR BELLINI	CDR SKUBIC
Super	CDR CRAIN	CDR CRAIN	CDR CRAIN	CDR CRAIN	CDR CRAIN	CDR BROOKS	CDR BROOKS
ACDO	IV	V	VI	VII	VII	I	II
0800-0800	SKCS KOCIANIC	YNCS HARDEN	AE1 BROWN	PN1 HEDRICK	AK1 MORRIS	IT2 GRIFFITH	AZ2 DOWNES
Super	ATC MILLER	AEC NELSON	AK2 HUGHES	AOCS LENNON	AT1 VINSON	AZC HARAUGHTY	ATC CORTEZ

1. **SECURITY CLEARANCE FORM AND BADGE ISSUANCE.** Effective 21 July 2003, the Pass Office will not issue permanent Pax River identification badge to servicemembers until NDW-NAWCAD form 5521/2 *Security Clearance Request* has been:

- (a) Completed to the degree required
- (b) Personally presented to NAWCAD Security in bldg 463, along with the servicemember's check-in sheet.

Any questions may be directed to Ms. Nell Dietz @ 7-2945, OR Pam Marshman @ 7-5123.

2. **WINGSPAN CHANGES.** Effective Friday, 24 July 2003, Wingspan will require a username and password in order to access the non-public information. Additionally, you will notice a new look and feel to WingSpan that is in compliance with Project Golden Wing standards. Why? In order for us to comply with DoD mandates, we have modified WingSpan to require a username and password. This change will provide WingSpan with an increased level of security, as well as compliance with various directives.

How will this affect me? Beginning on 25 July 2003, WingSpan (<https://wingspan.navair.navy.mil>) will require a username and password to view the non-public information. You will automatically be re-directed to the new website address so that you can bookmark the new location.

What do I need to do? Please go to <https://home.navair.navy.mil/ptaccount> to complete and submit the registration form to acquire an account.

What will happen after I submit my registration form? After you submit your registration form, you will receive a confirmation e-mail indicating receipt of your request. On or about 25 July 2003, you will receive another email with your username and password, as well as any other instructions necessary. Upon your first login, you will be taken to a page to change your password.

What will happen if I don't register for an account? If you do not register for a WingSpan account by 25 July 2003, you will only be able to access the public information in WingSpan, and will not be able to access information such as the phonebook, corporate applications, NAVAIR forms and documents, directives, etc.

Who can help? Please contact the NAVAIR National Help Desk @ 2-3104 or 1-888-292-5919 with any questions regarding this matter.

3. **NAVY PERSONNEL COMMAND PHONE NUMBER CONSOLIDATION.** Beginning 1 August 2003, Navy Personnel Command will consolidate 30 existing customer support telephone numbers into a single, toll free phone number. Many of you are familiar with their customer service center and its toll free number, 1-866-U-ASK-NPC (1-866-827-5672). Now this same number will allow you to access all the other NPC customer service activities, with four exceptions noted below. The old numbers will remain operable until 1 September. Until then, calls placed to them will be forwarded to the customer service center. After 1 September 2003, calls to the discontinued numbers will not be forwarded. Callers will instead hear a recorded referral to the customer service center number. Toll free numbers not affected by this change because of emergency, watchstanding, or confidentiality requirements are:

Inspector General (IG)	1-877-414-5357
Casualty Assistance (CACO)	1-800-368-3202
Help Desk	1-800-951-6289
Equal Opportunity (EO)	1-800-253-0931

This consolidation will provide more timely responses to your calls, improve your ease of access and provide NPC with improved feedback.

4. **NAVY FAMILY OMBUDSMAN APPRECIATION DAY.** The past year has been marked by many vivid reminders of the challenges life routinely places in our paths. Many of our Sailors were -- and still are -- deployed in direct support of Operation Noble Eagle, Iraqi Freedom and the Global War on Terror. The support we offer them and their families through the Navy Ombudsman program is critical to ensuring their success and our Readiness. Though Navy Family Ombudsmen do not wear military uniforms, they stand firmly beside our Sailors and their families as valued members of command leadership teams. They are professionally trained information and referral specialists, who volunteer countless hours so commands can focus on the details of preparing for and executing their missions. They are the calm, cool voices who encourage and inspire, console and consult. This year, 12 September 2003 is set aside to recognize the sacrifices and accomplishments of these dedicated volunteers.

5. **2003-2004 NAVAL WAR COLLEGE FLEET SEMINAR PROGRAM.** The Naval War College (NWC) Graduate-level Fleet Seminar Program will be offered in 20 regional locations for academic

year 2003-2004. The seminars available to officers and senior defense department civilians around the country are; Strategy and Policy (S&P), National Security Decision Making (NSDM), and Joint Maritime Operations (JMO). This year marks the 28th consecutive year in which this rigorous and quality program has been offered; over 12,000 students have taken advantage of this superb educational experience. There is no tuition fee, and books are provided on a loan basis.

The Fleet Seminar Program offers courses which are similar in content and methodology to the Program of Instruction (POI) offered in the resident college of Naval Command and Staff Program at Newport, RI. Seminars for each course meet one evening per week for approximately 34 weeks, commencing in late August 2003 and ending in May 2004. Led by highly qualified local NWC fleet professors, and supported by visiting faculty from Newport, these courses replicate to a substantial degree both the content and atmosphere of the Resident POI.

NWC accepts fleet seminar program applications from commissioned officers (active and reserve) and civilian employees of the federal government, subject to the following eligibility requirements:

Members of the sea services (Navy, Marine Corps, and Coast Guard) must be in grade O-3 or above, while officers from other services must be in grade O-4 or above. Civilian employees of the federal government in the grade of GS-11 and above are also eligible for enrollment. All students must have previously earned at least an accredited baccalaureate degree. The deadline for applications is 31 July 2003, and all applicants will be advised of their enrollment status by mid-August 2003.

Qualified individuals currently stationed in areas specified below, or those who expect transfer to those sites prior to 1 September 2003, are encouraged to apply. Information and applications can be obtained from the appropriate NWC local area liaison officer by logging on to the NWC website at <http://cde.nwc.navy.mil/>; or, by calling the college of distance education at (401) 841-6519 (DSN 948). Or you may contact Mr. Jose Leng, Pax River POC, @ 7-4126.

6. **IMPROVING THE NAVY'S WORKFORCE SURVEY.** This month the Navy continues our "Improving the Navy's Workforce (INWF) Survey," an overarching effort to identify the knowledge, skills, abilities, and tools required of our Sailors to do their work. INWF is the backbone for consolidating our human resource and training systems under the Sea Warrior Program, and we plan to eventually have input from 50,000 Sailors. To help us accurately learn how Sailors work, and therefore how they should train, a "user-friendly" on-line survey is now available. We need your continued active participation to ensure success of this vital project.

Surveys now available on the <http://www.navyskills.net/> web site are: 3M, ABF, AG, ABH, CTA, AD, CTI, AW, CTM, SK, CTO, PH, CTR, BM, CTT/EW, QM, IT, SM, LN, Diver, MS, and PC. To complete a survey, log onto <http://www.navyskills.net/SURVEYMODULE>. Click on "Register"; type "2003NAVY" in the company code block; click register, and follow the instructions. When the registration portion is completed, save your information and the system will generate a user name and password. This will facilitate your subsequent participation in all aspects of the Sea-Warrior data collection. For further information, please see NAVADMIN 200/03.

7. **E-6 NAVY-WIDE PETTY OFFICER ADVANCEMENT EXAM INFORMATION.** Just a reminder, candidates for E6 will test 4 September 2003. Candidates have to meet requirements for advancement NLT 1 August 2003. Completion of Leadership Training Continuum (LTC) for E6 candidates must be before the regular administration of the exam. Personnel receiving a flag waiver must have this waiver prior to the exam date. Those personnel completing LTC or receiving a flag waiver after the regular scheduled exam are not eligible for a substitute exam. Sailors who were unable to participate in the March 2003, Cycle 179 exam due to their involvement in the conflict in Iraq or assignment to a remote location will take the September 2003, Cycle 180 exam. For those sailors whose final multiple is as high, or higher than the final multiple required for the March 2003 Exam, Board of Correction of Naval Records will backdate advancement to the increment corresponding with the time the Sailor would have been advanced.

8. **INTERESTED IN HISTORY?** Want to learn more about Cedar Point and NAS? Then Mark Your Calendars!!! Come and hear Dawn M. Frost, NAS Architectural Historian, discuss Point

Lookout as the NAS Cultural Resources Group Presents a Free Quarterly Lecture Series on 13 August 2003 @1900 at the Patuxent River Naval Air Museum (just outside Gate 1). For more information contact Dawn Frost @ 7-4707.

/s/

R. E. JIMÉNEZ

Division Director, Military Services